

Board of Trustees
United Community Corporation
45 Branford Place
Newark, New Jersey
July 15, 1965

PRESENT: C. Willard Heckel, President, Presiding; Frederick Ewing, Willie Wright, Msgr. Joseph Dooling, Ralph Geller, Edward Kirk, Frank Loria, Charles Garrison, Walter Chambers, Rev. Earl Huff, Robert Curvin, Mrs. Estelle Pierce, Mrs. Mary Burch, Rabbi Jonathan J. Prinz, Rev. Kinmoth W. Jefferson, James Wynn, Abe L. Sudran, Donald Malafronte for Mayor Hugh J. Addonizio, Thomas Edwards, Mrs. Gloria Bridges, Rev. Mario Muccitelli, Andrew Washington, Robert Harvey, Irving Rosenberg, Oscar Stafford, Rev. Linder for Rev. Carey, Cyril D. Tyson, Msgr. John Hourihan

STAFF: Mrs. Bess Norman, Donald M. Wendell, James H. Blair, Malachi Rountree, Albert Alba, Dean Harrison, Mrs. Virginia Pelosi, Fleming Jones, Dominic Petrilli, and Mrs. Beatrice V. Easley

MINUTES OF PREVIOUS MEETING: The meeting was convened at 8:15 p.m. The minutes of the Board of Trustees meeting held on June 17 are to be corrected as follows: Mr. Ralph Geller and Mr. James Wynn were present; and the motion made by Rev. Jefferson should have read that the Board of Trustees should meet in places large enough to hold those people interested in attending Board meetings. The minutes were adopted as corrected.

RESOLUTION: The following resolution was passed marking the death of the Secretary to the Board of Trustees, Mr. Peter V. R. Schuyler, Jr. The Board, in tribute to Mr. Schuyler, stood for silent prayer.

"Be it resolved by the Board of Trustees of the United Community Corporation that it has sustained a grievous loss by the death of Peter V. R. Schuyler, Jr., its faithful and able Secretary. His great spirit, his fruitful imagination, and his concern for people have left behind him many impressive results of his labors. This Corporation owes its existence to the labors of this great and good man, and

"Be it further resolved that this expression of our loss be transmitted to the family of Peter V. R. Schuyler."

PRE-SCHOOL READINESS OPPORTUNITY PROJECT (PROP): Msgr. Hourihan, Co-Chairman of the Education Task Force, reported on the Pre-School Readiness Opportunity Project Proposal (PROP), a joint project of the United Community Fund and Council of Essex and West Hudson, Mt. Carmel Guild, N. J. Association for Retarded Children Essex Unit, with the cooperation of the Newark Board of Education.

The Education Task Force recommended the proposal be approved by the Board of Trustees with the following conditions:

1. The United Community Corporation should have staff representation on the PROP Administration Board.
2. Two representatives from each of the six Area Boards should also serve on the PROP Administration Board. Representatives from the Education Committee should serve on the Administration Board until the last three Area Boards are established, then one representative from each of the Area Boards should be a permanent member of the PROP Administration Board.

Mr. Geller moved that these conditions be accepted. The motion was seconded by Mr. Wright. Mr. Andrew Washington moved to open the discussion to non-Board members. The motion was seconded by Rabbi Prinz and passed unanimously.

Following discussion on Area Board representation on Administration Board, an amendment was made to the original motion that as each Area Board is established two standing members be appointed to the PROP Administration Board. The amendment was seconded and passed.

Rabbi Prinz moved to strike the condition that United Community Corporation staff be voting members of PROP Administration Board. Mr. Wright seconded. In the discussion that followed, Mr. Tyson recommended that staff not be official representatives on the Board. The motion was passed unanimously.

Mr. Tyson recommended that the Community Aides in the proposal be paid and hired from within local neighborhoods. He further recommended that this be spelled out in the proposal in language similar to that which describes the function of college students, and that the number of Community Aides be increased beyond 37. It was moved, seconded and passed that these recommendations be accepted. It was also moved, seconded and passed that the proposal be approved as amended.

It was suggested that Board members be notified of all meetings of Task Forces.

LEGAL SERVICES
PROPOSAL:

The Community Action Task Force recommended the Legal Services Proposal be approved by the Board of Trustees with the following conditions:

1. The Board of Advisors should include nine representatives of the poverty community.
2. The Area Boards should set up working committees to administer policy.

A motion was made and seconded to accept the proposal with the two conditions. Mr. Tyson pointed out that the conditions could be written into the contract with the Newark Legal Services Project rather than write them into the proposal.

The following Area Board representatives are presently serving on the Legal Services Committee: Mrs. Virginia Graces and George Scott, Area Board I; Mrs. Kareen Cowles and James Kennedy, Area Board II; and Mrs. Bessie Smith and Mrs. Bernice Scott, Area Board III.

The proposal was adopted in the original form as sent to the Board of Trustees. Immediately after adoption, it was brought out that the sponsor had made a budget change, and the non-Federal share is to be provided in part by the sponsor, the City of Newark, the Bar Association, and the sponsor will confer with the State Attorney General to try to get State aid. The original motion was amended to approve the new budget and the amendment was adopted.

EXPRESSION OF
SYMPATHY:

Dean Heckel, on behalf of the Board of Trustees, expressed sympathy to Rev. Johnson at the passing of his mother.

EMPLOYEE HANDBOOK:

The Employee Handbook: A Guide to the Personnel Practices and Procedures of the United Community Corporation is to/amended to add a section on Salary Administration, Starting Salaries and Limitations:

"The Following procedure is to be utilized in advance when making determinations on salary to be paid potential candidates for positions with the agency.

"1. Starting Salaries.

- a) Executive Group. Starting salaries for Department Heads are to be determined by the Executive Director with the advice and consent of the Personnel Committee.

"2. Limitation.

In no case will a starting salary in excess of the budgetary maximum provided be allowed except by the express recommendation of the Personnel Committee to the Board of Trustees and authorized by that governing body.

Mr. Chambers, on behalf of the Personnel Committee, moved the adoption of the amendment. The motion was seconded.

Mr. Malafronte moved to amend the motion to hire all personnel at minimum salary unless otherwise recommended by the Personnel Committee. The amendment was seconded.

In the discussion that followed it was pointed out that this would be unrealistic and that experience and other qualifications determine starting salary. Mr. Tyson said that most staff is hired below maximum but very few are hired at minimum and he needs flexibility in the ranges established by the Personnel Committee. It was pointed out that the Board of Trustees, on occasion has approved hiring above maximum but not over 10% of the salary line. The amendment was defeated.

Msgr. Dooling moved to amend paragraph to read: Executive Group. Starting salaries for Department Heads are to be determined by the Executive Director with the advice and consent of the Personnel Committee and the Board of Trustees. The amendment was seconded.

In the discussion Mr. Tyson pointed out that the Personnel Committee is not needed if final decision is to be made by the Board. In addition, the Personnel Committee is a Committee of the Board. The amendment was defeated. The original motion was passed unanimously.

Mr. Sudran moved the adoption of the Employee Handbook as personnel policy of the United Community Corporation. The motion was seconded. Rabbi Prinz moved to amend the motion to read that the Handbook is the "initial personnel practices of the Corporation". The amendment and the motion was passed unanimously.

Mr. Washington moved to commend the Personnel Committee for the time and effort spent in preparing the Handbook. Seconded and passed.

REPORT OF
EXECUTIVE
DIRECTOR:

Mr. Tyson said that in the near future he will prepare his report in advance to be sent to the Board.

AREA BOARDS:

He reported that Area Board III space is completed; Area Board II is still looking for adequate space; and Area Board I has a few minor lease items to work out.

MEETING WITH
SOCIAL AGENCIES:

Mr. Tyson reported that prior to Mr. Schuyler's death efforts were being made to establish a working relationship with the various social agencies. He added that sometime within the month meetings would be held with the agencies to seek their help to get community and Area Board involvement to develop jobs and secure on-job-training for those who need it.

HEARING ON
SENIOR CITIZENS:

Mr. Tyson reported that he had attended the Congressional hearing on Senior Citizens held at Scudder Homes at which time he reported that we have contracted with the Senior Citizens Commission of Newark to develop a program for the coming year.

PROPOSALS SUBMIT-
TED TO OEO:

Mr. Tyson said that we received approval for Central Administration and Community Action Programs, Full Year Pre-School Program, Remedial Reading and High School Head Start for a total of \$2,396,672. However, as a special condition of grant we must show evidence of the local cash share or in-kind contribution amounting to \$73,503. We have already written to the Mayor requesting a meeting to try to find means to secure \$23,503. The State has approved \$50,000 instead of the original \$66,000 we had expected.

Rev. Jefferson recommended that the Board reiterate its support of programs submitted to Washington OEO for funding. There was consensus.

PROPOSALS DEFERRED: Mr. Tyson reported that the SBDC and Blazer Council Proposals were deferred. Some of the reasons for deferral on Blazer were questions raised regarding staff, budget, teacher trainee ratio, job descriptions and curricula manual. He added that he had been in contact with Mr. Dawkins on these matters and they had worked out some of the problems together with representatives of the OEO.

Rabbi Prinz moved that we communicate officially with OEO that we are interested and support the Blazer Proposal. The motion was seconded and passed.

Mr. Edwards Suggested that a labor consultant be included in the Blazer Proposal. There was considerable discussion

on this but no official decision was made to include a labor consultant.

NOMINATING COMMITTEE; Dean Heckel asked the Nominating Committee to meet to nominate someone to fill the unexpired term of the late Mr. Schuyler and to nominate someone for the office of Secretary, and to report at the August meeting.

APPOINTMENT OF ACTING SECRETARY: Dean Heckel asked the Board to ratify Mr. Andrew Washington as Acting Secretary for one month until the Nominating Committee can meet and report at the August meeting. So moved.

APPROVAL OF SALARY FOR PERSONNEL DIRECTOR: Mr. Tyson reported that the Personnel Director had been hired at a salary of \$12,000 but paid only \$10,000 until the Board could meet to act on the adjustment. He recommended the Board approve the adjustment. Upon motion made, seconded and passed the recommendation was approved.

VOICE OF APPRECIATION: Mr. Chambers recommended that we send a letter of appreciation to Mrs. Scott of the Prudential Insurance Company for her work on the Employee Manual. So moved.

Dean Heckel thanked Mr. Kirk for letting the Board meet at the United Community Fund and Council.

There being no further business the meeting was adjourned.

Respectfully submitted,

Mrs. Beatrice V. Easley